

DELAWARE TRANSIT CORPORATION

POSTING NO. 083-20016

POSITION VACANCY POSTING

DATE OF POSTING March 11, 2016

CLOSING DATE April 15, 2016

METHOD OF APPLICATION: Employment Application

INTERESTED CANDIDATES MUST FILE FOR THIS POSITION BY SUBMITTING AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON April **15, 2016**.

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POSITION #: 045 JOB CODE #: 089

POSITION TITLE Scheduler

PAY GRADE 13 PAY RATE _____ PAY RANGE \$38,515. - \$48,144.
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle County DEPARTMENT: Performance Management
SECTION: Special Projects & Service Analysis

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CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR _____ 8DR _____ 32 _____ N/C X

SCHEDULED HOURS Monday - Friday SCHEDULED DAYS 8:00 AM – 4:30 PM

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SUMMARY OF POSITION:

The Scheduler is responsible for determining service schedules and timetables for the Corporation. Experience in the application of schedule planning in a public service and transportation focused environment along with coordinating and communicating among multiple parties with distinctive interests. This requires knowledge of concepts and principles of transportation scheduling such as: matching service hours to hours of demand; adjusting schedules to reflect financial objectives, changes in the collective bargaining agreement and the use of computer technology to translate policy and related variables into viable, cost-effective schedules.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

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EQUAL OPPORTUNITY EMPLOYER
SEE MINIMUM QUALIFICATIONS ON SECOND PAGE

Minimum Qualifications:

1. Experience including scheduling, dispatching or other transit work.

Applicants must detail all experience in scheduling, dispatching related experience in a transit system.

2. Experience in data collection and evaluating operations and services.

Applicants must detail all experience in data collection and evaluating data as it relates to the operations and services of transportation.

3. Experience with computer software programs such as: word processing, spreadsheets and databases.

Applicants must detail all experience in computer software programs used.

4. Experience using an automated scheduling system (preferably Trapeze).

Applicants must detail all experience in any automated scheduling system.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

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EQUAL OPPORTUNITY EMPLOYER

" Resume must specifically address the skills referenced in each Minimum Qualification."

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

JOB APPLICATIONS ARE AVAILABLE ON-LINE AT: www.dartfirststate.com